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05B – Memo 11

DATE: November 8, 2002

TO: Centralized Services Administrators of All State Agencies

FROM: Chuck Swysgood, Budget Director
               Office of Budget and Program Planning

SUBJECT: **Agency Goals and Objectives**

17-7-111(3c), MCA, states:
> "The agency budget request must set forth . . .:
> > a statement of the agency mission and a statement of goals and objectives for each program of the agency. The goals and objectives must include, in a concise form, sufficient specific information and quantifiable information to enable the legislature to formulate an appropriations policy regarding the agency and its programs and to allow a determination, at some future date, on whether the agency has succeeded in attaining its goals and objectives."

The Executive Budget book will include a statement of the agency mission.

In order meet the rest of this statutory requirement, the OBPP must gather a statement of goals and objectives for each program of every agency. HB 2 from the 2001 session required agencies to post this information on their website. In an effort to move to a "paperless" office, the OBPP will collect this information via links from the OBPP website to each agency's website.

AGENCY TASKS TO COMPLETE GOALS AND OBJECTIVES REQUIREMENTS:

1. Ensure that agency goals and objectives have been updated for the 2005 biennium and have been posted to the agency's website.

2. Complete the attached certification form and return to OBPP by **DECEMBER 2**.

OBPP will make the goals and objectives available to legislators and others.

2005 Biennium Agency Goals and Objectives Certification

Certification: We have reviewed the agency's goals and objectives prepared in accordance with 17-7-111(3c) and have updated them for the 2005 biennium and have posted them to the agency website.

The goals and objectives can be found on the Internet at:_____.